

Nevada PERS Reporting Enhancements

new world ERP – Human Resources: State Requirements



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INTRODUCTION

This document describes enhancements to the Nevada PERS Report and transmittal files.

PERMISSIONS

Users need permission to the **NV PERS** security components:

1. Navigate to **Maintenance > new world ERP Suite > Security > Users**. The User List page opens.
2. Select the user's row.
3. Click **Permissions**. The User Permissions page opens, containing a grid of security components and a filter panel.
4. In the *Search Security Components* filter, type **NV PERS** (the entry is not case sensitive). The grid refreshes to contain the **NV PERS** security component only:

The screenshot shows the 'User Permissions - NWS' page. On the left, a 'Filter' panel contains a 'Search Security Components' input field with 'nv pers' entered. Below this are dropdown menus for 'Applications', 'Feature Groups', and 'Permissions'. The main 'Permissions' grid has a header row with columns: 'Security Component', 'Full', 'Add', 'Change', 'Delete', 'View', 'Print', 'Undo', 'Checkout', and 'Finalize'. A single row is visible for 'NV Pers', with all permission checkboxes checked. At the bottom, there are buttons for 'SAVE', 'USER SECURITY', and 'INHERIT', along with checkboxes for 'User specific', 'Template overridden', and 'Template rule'.

5. Select the appropriate permissions.
6. Click **Save**.

CREATE NEVADA PERS DATA

Human Resources > State Requirements > NV > Create Nevada PERS Data

AGENCY NUMBER

An *Agency Number* field has been added to the Create Nevada PERS Data page:

Create Nevada PERS Data

Data Selection From Check Date <input type="text"/> To Check Date <input type="text"/> Agency Number <input type="text"/> Affecting Period Month/Year <input type="text"/>	Date Defaults Pay Period Begin Date <input type="text"/> Pay Period End Date <input type="text"/> Number of Pay Periods <input type="text"/>
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When creating data for the Nevada PERS Report and transmittal files, use this field to specify the primary agency to be reported.

The data created is saved to the reporting period.

NV PERS EMPLOYEE AGENCY UDF

Maintenance > new world ERP Suite > Security > User-Defined Fields

Human Resources > Workforce Administration > Search > Employee Number > Employment tab

A new Workforce Employment user-defined field (UDF), *NV PERS Employee Agency*, will be used to identify employees who are in agencies different from the one specified in the *Agency Number* field. To set up and use this field, follow these steps:

1. Navigate to Maintenance > new world ERP Suite > Security > User-Defined Fields. The User-Defined Field List page opens.
2. Select a *Record Type* of **Employee Employment**.
3. Select a *Maintenance Type* of **Attributes**.
4. Click **New**. The User-Defined Fields dialog opens:

User-Defined Fields

User Defined Field Attributes

Name

Section Header

Sequence Number

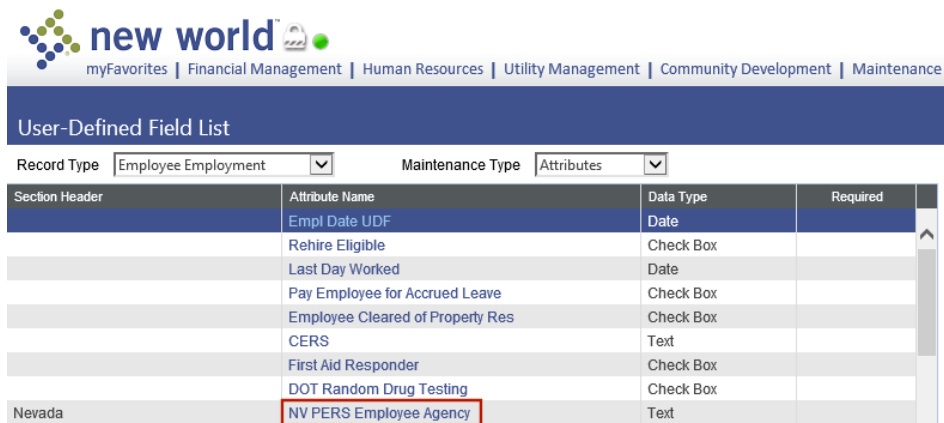
Data Type

Maximum Length

Required ☐

5. In the *Name* field, type **NV PERS Employee Agency**.

6. Select a *Section Header* if you have created one for Nevada PERS UDFs to appear under; otherwise, leave the field blank.
7. If you want the field to appear in a certain spot in the list of other Nevada PERS UDFs, select a *Sequence Number*; otherwise, leave the field blank.
8. In the *Data Type* field, select **Text**.
9. In the *Maximum Length* field, type **3**.
10. Click **OK**. The new Workforce Employment *NV PERS Employee Agency* UDF should appear in the grid on the User-Defined Field List page:



The screenshot shows the 'User-Defined Field List' page. At the top, there is a navigation bar with 'myFavorites' and several menu items: 'Financial Management', 'Human Resources', 'Utility Management', 'Community Development', and 'Maintenance'. Below this is a header 'User-Defined Field List'. There are two dropdown menus: 'Record Type' set to 'Employee Employment' and 'Maintenance Type' set to 'Attributes'. Below these is a table with the following columns: 'Section Header', 'Attribute Name', 'Data Type', and 'Required'. The table contains several rows of user-defined fields. The last row, under the 'Nevada' section header, is 'NV PERS Employee Agency' with a 'Text' data type, and it is highlighted with a red box.

Section Header	Attribute Name	Data Type	Required
	Empl Date UDF	Date	
	Rehire Eligible	Check Box	
	Last Day Worked	Date	
	Pay Employee for Accrued Leave	Check Box	
	Employee Cleared of Property Res	Check Box	
	CERS	Text	
	First Aid Responder	Check Box	
	DOT Random Drug Testing	Check Box	
Nevada	NV PERS Employee Agency	Text	

To identify an employee with an agency, follow these steps.

1. Navigate to Human Resources > Workforce Administration > Search.
2. Search for the employee.
3. Click the *Employee Number*.
4. Click the **Employment** tab.
5. Type the appropriate agency ID in the *NV PERS Employee Agency* UDF created in steps 1-10:




new world
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Employee Search
Herter, Jon W (2905)


06/29/2009

Personal | **Employment** | Jobs | Payroll Data | Contracts | Employer Reporting

User Defined Fields

Empl Date UDF 

Rehire Eligible ☐

Last Day Worked 

Pay Employee for Accrued Leave ☐

Employee Cleared of Property Res ☐

CERS

First Aid Responder ☐

DOT Random Drug Testing ☐

Nevada


NV PERS Employee Agency

NV PERS Override Status Code

NV PERS Employee Group

NV PERS Part Time ☐

Common Links

 Documents

 Notes

eSuite Access

Employee Service

Quick Links

Employment

REP Credentials

REP Assignment

Retirement Demographics

Employees who have an agency specified in this field appear under this agency on the Nevada PERS Report, while employees who do not have an entry in this field appear under the primary agency specified on the Create Nevada PERS Data page.

Note: Due to the addition of the agency number to the create data process, the *Reporting Agency Number* field has been removed from the Nevada PERS Report page.

NV PERS OVERRIDE STATUS CODE UDF

Maintenance > new world ERP Suite > Security > User-Defined Fields

Human Resources > Workforce Administration > Search > Employee Number > **Employment** tab

For employees who are ineligible for PERS and do not have deduction or benefit contributions but have wages subject to contributions, a new Workforce Employment UDF, *NV PERS Override Status Code*, will be used to allow ineligible employee wages to be reported. To set up and use this field, follow these steps:

1. Navigate to Maintenance > new world ERP Suite > Security > User-Defined Fields. The User-Defined Field List page opens.
2. Select a *Record Type* of **Employee Employment**.

3. Select a *Maintenance Type* of **Attributes**.
4. Click **New**. The User-Defined Fields dialog opens:

User-Defined Fields

User Defined Field Attributes

Name

Section Header

Sequence Number

Data Type

Maximum Length

Required ☐

5. In the *Name* field, type **NV PERS Override Status Code**.
6. Select a *Section Header* if you have created one for Nevada PERS UDFs to appear under; otherwise, leave the field blank.
7. If you want the field to appear in a certain spot in the list of other Nevada PERS UDFs, select a *Sequence Number*; otherwise, leave the field blank.
8. In the *Data Type* field, select **Text**.
9. In the *Maximum Length* field, type **2**.
10. Click **OK**. The new Workforce Employment *NV PERS Override Status Code* UDF should appear in the grid on the User-Defined Field List page:



[myFavorites](#) | [Financial Management](#) | [Human Resources](#) | [Utility Management](#) | [Community Development](#) | [Maintenance](#)

User-Defined Field List

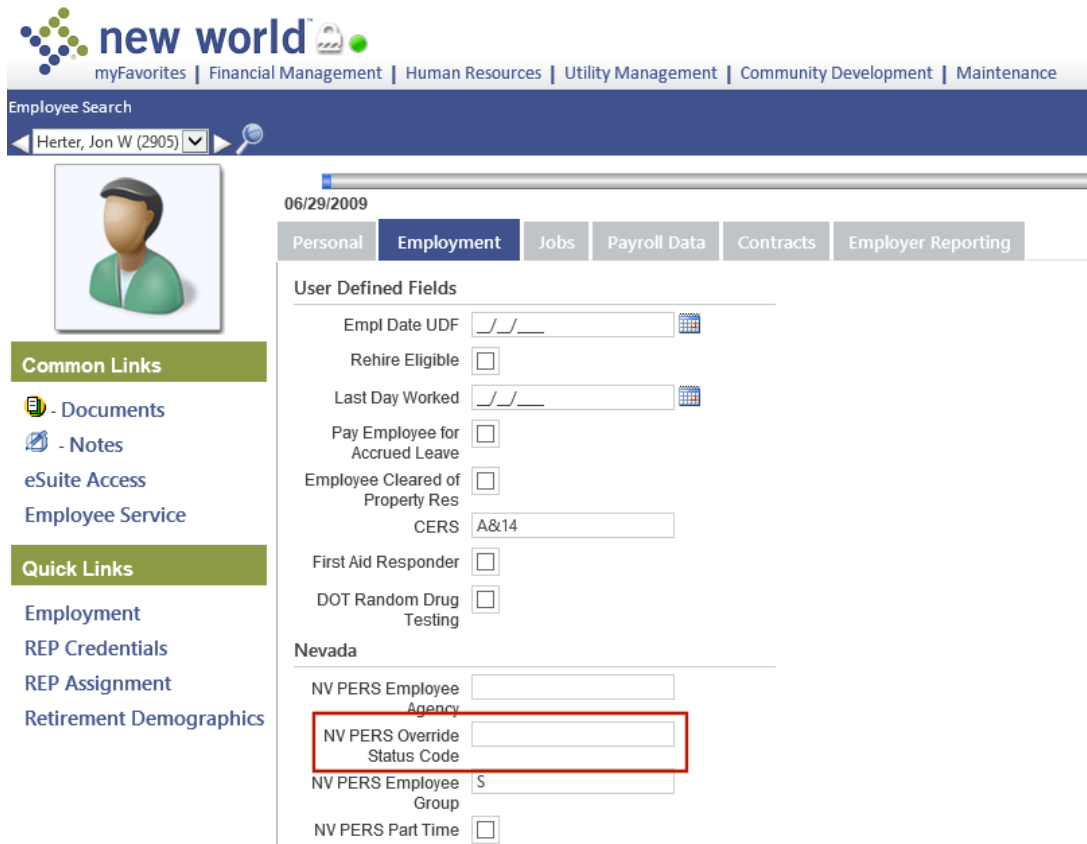
Record Type Maintenance Type

Section Header	Attribute Name	Data Type	Required
	Empl Date UDF	Date	
	Rehire Eligible	Check Box	
	Last Day Worked	Date	
	Pay Employee for Accrued Leave	Check Box	
	Employee Cleared of Property Res	Check Box	
	CERS	Text	
	First Aid Responder	Check Box	
	DOT Random Drug Testing	Check Box	
Nevada	NV PERS Employee Agency	Text	
Nevada	NV PERS Override Status Code	Text	

To identify an ineligible employee whose wages will be reported, follow these steps:

1. Navigate to Human Resources > Workforce Administration > Search.

2. Search for the employee.
3. Click the *Employee Number*.
4. Click the **Employment** tab.
5. Type the appropriate status code in the *NV PERS Override Status Code* UDF created in steps 1-10:



The screenshot shows the New World ERP system interface. At the top, there is a navigation bar with links to myFavorites, Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. Below this is the Employee Search section, which includes a search bar with the text "Herter, Jon W (2905)". To the left of the search results is a sidebar with Common Links (Documents, Notes, eSuite Access, Employee Service) and Quick Links (Employment, REP Credentials, REP Assignment, Retirement Demographics). The main content area displays the employee's profile for Jon W. Herter (2905) as of 06/29/2009. The Employment tab is selected, showing various fields for user-defined fields and Nevada-specific information. The NV PERS Override Status Code field is highlighted with a red box.

new world
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Employee Search
Herter, Jon W (2905)

06/29/2009

Personal | **Employment** | Jobs | Payroll Data | Contracts | Employer Reporting

User Defined Fields

Empl Date UDF

Rehire Eligible ☐

Last Day Worked

Pay Employee for Accrued Leave ☐

Employee Cleared of Property Res ☐

CERS

First Aid Responder ☐

DOT Random Drug Testing ☐

Nevada

NV PERS Employee Agency

NV PERS Override Status Code

NV PERS Employee Group

NV PERS Part Time ☐

Ineligible employees are reported with a status code of **80** or **81**. An entry in this field overrides the status code from earnings.

NEVADA PERS REPORT AND TRANSMITTAL FILES

Human Resources > State Requirements > NV > Nevada PERS List > Print

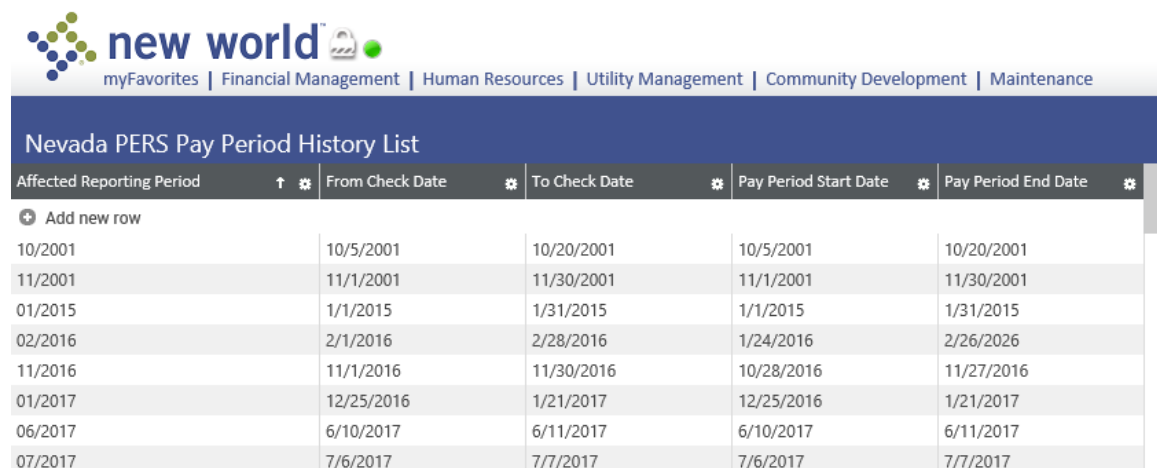
Human Resources > State Requirements > NV > Nevada PERS Report

The Nevada PERS Report has been modified to sort by *Agency Number*, followed by *Employee Group*:

NEVADA PERS PAY PERIOD HISTORY

Human Resources > State Requirements > NV > Nevada PERS Pay Period History

Nevada PERS Pay Period History has been added to the Nevada State Requirements menu to allow the viewing and, if necessary, correction of past reporting periods:



The screenshot shows the 'Nevada PERS Pay Period History List' interface. At the top is the 'new world' logo and a navigation bar with links: myFavorites, Financial Management, Human Resources, Utility Management, Community Development, and Maintenance. Below the title bar is a table with columns: Affected Reporting Period, From Check Date, To Check Date, Pay Period Start Date, and Pay Period End Date. Each column has a small gear icon for editing. A '+ Add new row' button is located above the table. The table contains the following data rows:

Affected Reporting Period	From Check Date	To Check Date	Pay Period Start Date	Pay Period End Date
10/2001	10/5/2001	10/20/2001	10/5/2001	10/20/2001
11/2001	11/1/2001	11/30/2001	11/1/2001	11/30/2001
01/2015	1/1/2015	1/31/2015	1/1/2015	1/31/2015
02/2016	2/1/2016	2/28/2016	1/24/2016	2/26/2016
11/2016	11/1/2016	11/30/2016	10/28/2016	11/27/2016
01/2017	12/25/2016	1/21/2017	12/25/2016	1/21/2017
06/2017	6/10/2017	6/11/2017	6/10/2017	6/11/2017
07/2017	7/6/2017	7/7/2017	7/6/2017	7/7/2017

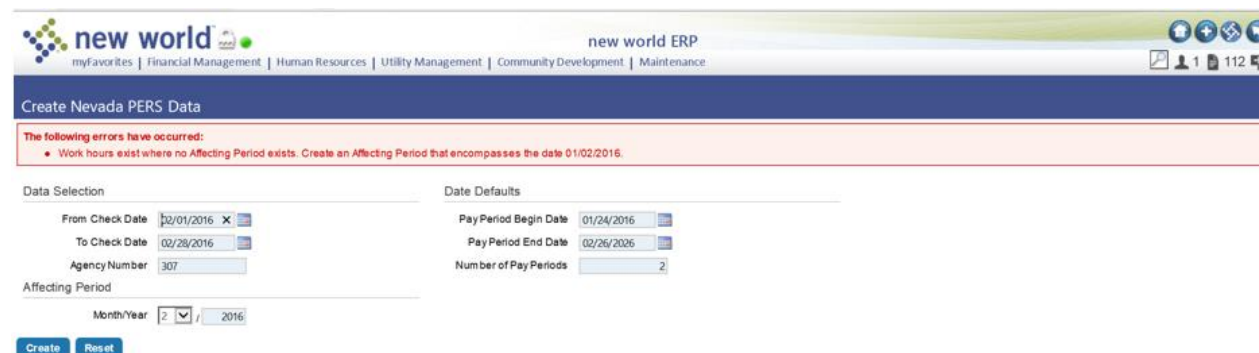
Each time the Create Nevada PERS Data process is run, a row containing the affected reporting period, check date range and pay period date range are added to the grid on this page.

If an error is received during the create data process, this grid may be edited to resolve the error.

EXAMPLE ONE

During the create data process, the following error is received:

“Work hours exist where no Affecting Period exists. Create an Affecting Period that encompasses the date 01/02/2016”:



The screenshot shows the 'Create Nevada PERS Data' form. At the top is the 'new world' logo and navigation bar. Below the title bar is a red error message box that reads: 'The following errors have occurred: Work hours exist where no Affecting Period exists. Create an Affecting Period that encompasses the date 01/02/2016.' Below the error message is the form itself, which is divided into two sections: 'Data Selection' and 'Date Defaults'. The 'Data Selection' section contains fields for 'From Check Date' (02/01/2016), 'To Check Date' (02/28/2016), and 'Agency Number' (307). The 'Date Defaults' section contains fields for 'Pay Period Begin Date' (01/24/2016), 'Pay Period End Date' (02/26/2026), and 'Number of Pay Periods' (2). At the bottom of the form is a 'Month/Year' dropdown menu set to '2 / 2016'. There are 'Create' and 'Reset' buttons at the bottom left of the form.

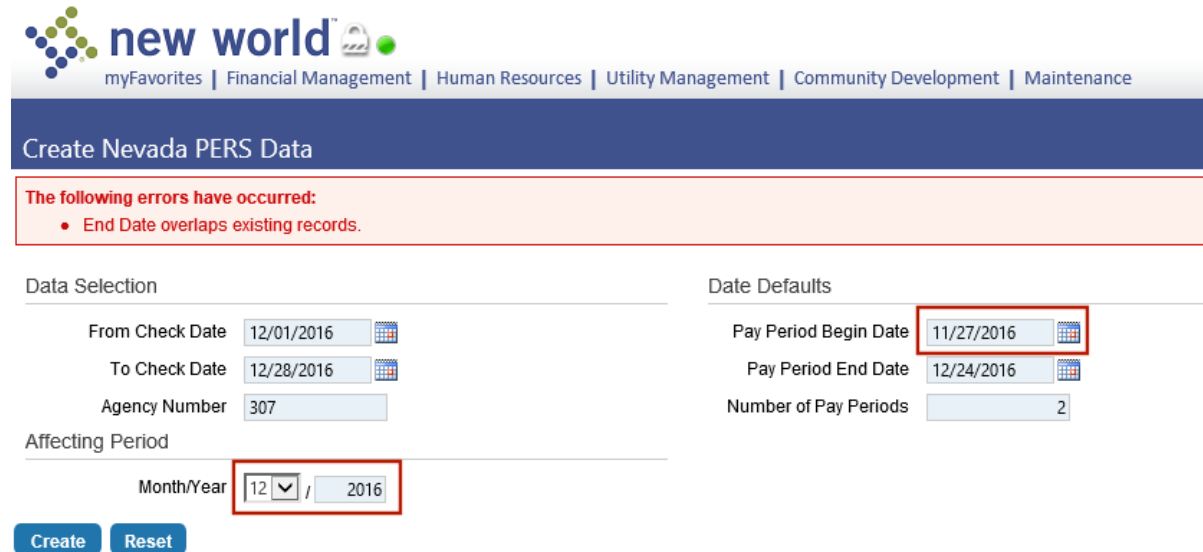
The create data process pulls earnings based on check dates. Earnings are reported to a specific month and year (*Affecting Period Month/Year*). The selected pay period range may include work days outside the period being reported.

The error shown in the image above occurred because the work date of 01/02/2016 was not found in any of the existing pay periods; for example, a new customer may have run a retro process that included work dates before Nevada PERS was first run in new world ERP.

EXAMPLE TWO

During the create data process, the following error is received:

“End Date overlaps existing records”:



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Create Nevada PERS Data

The following errors have occurred:

- End Date overlaps existing records.

Data Selection

From Check Date: 12/01/2016
To Check Date: 12/28/2016
Agency Number: 307

Affecting Period

Month/Year: 12 / 2016

Date Defaults

Pay Period Begin Date: 11/27/2016
Pay Period End Date: 12/24/2016
Number of Pay Periods: 2

Create **Reset**

This error occurs because pay period dates overlap. The date 11/27/2016 is being reported in period 12/2016 on the Create Nevada PERS Data page and in period 11/2016 on the Nevada PERS Pay Period History List page:



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myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Nevada PERS Pay Period History List

Affected Reporting Period	From Check Date	To Check Date	Pay Period Start Date	Pay Period End Date
+ Add new row				
10/2001	10/5/2001	10/20/2001	10/5/2001	10/20/2001
11/2001	11/1/2001	11/30/2001	11/1/2001	11/30/2001
01/2015	1/1/2015	1/31/2015	1/1/2015	1/31/2015
01/2016	1/1/2016	1/31/2016	1/1/2016	1/23/2016
02/2016	2/1/2016	2/28/2016	1/24/2016	2/26/2016
11/2016	11/1/2016	11/30/2016	10/28/2016	11/27/2016
01/2017	12/25/2016	1/21/2017	12/25/2016	1/21/2017
06/2017	6/10/2017	6/11/2017	6/10/2017	6/11/2017
07/2017	7/6/2017	7/7/2017	7/6/2017	7/7/2017